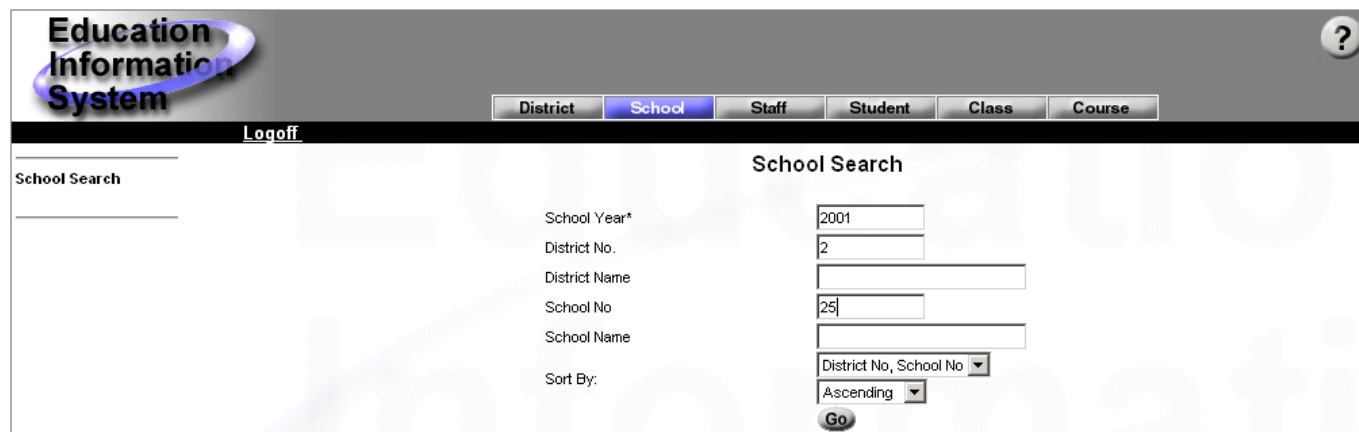


School Practical Exercises

Exercise 1 Results:

Search for North City Elementary, District 2, School No 25.



Education Information System

Logoff

School Search

School Year* 2001
District No. 2
District Name
School No. 25
School Name
Sort By: District No, School No
Ascending

Go

Education Information System

Logoff

School List

District: 2, Big County

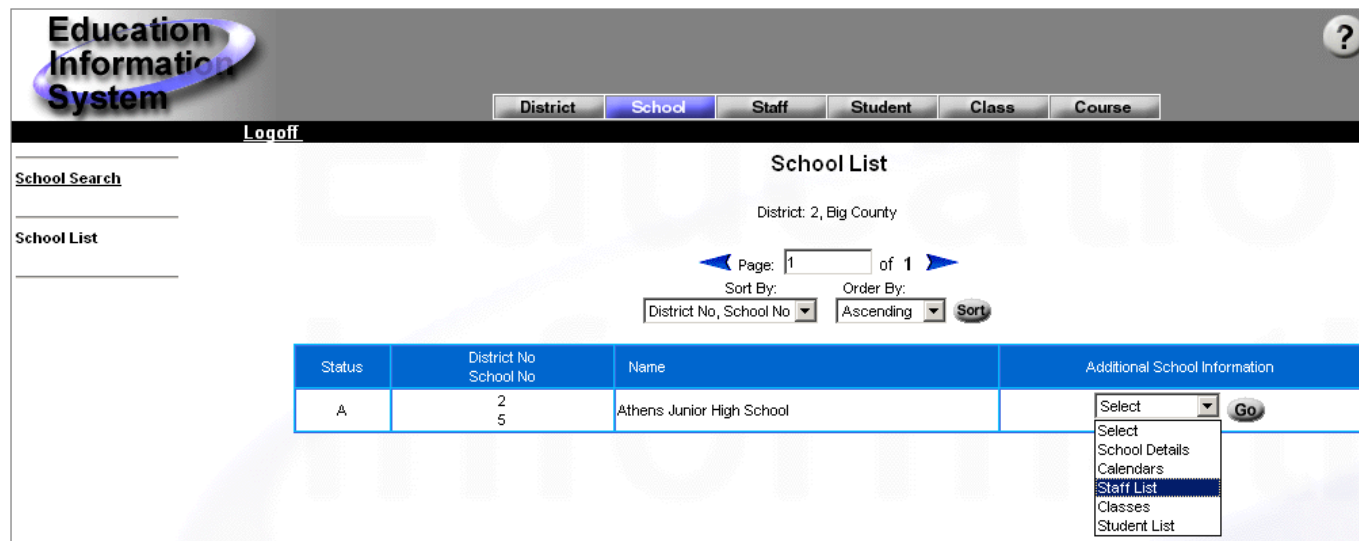
Page: 1 of 1
Sort By: District No, School No
Order By: Ascending

Sort

Status	District No School No	Name	Additional School Information
A	2 25	North City Elementary	Select Go

Exercise 2 Results:

Search for Athens Junior High School, District 2, School No 5. Display the Staff List for the school.



Education Information System

Logoff

School List

District: 2, Big County

Page: 1 of 1
Sort By: District No, School No
Order By: Ascending


Sort

Status	District No School No	Name	Additional School Information
A	2 5	Athens Junior High School	Select Go

- Select
- School Details
- Calendars
- Staff List
- Classes
- Student List

Exercise 4 Results:

Search for Athens Junior High School, District 2, School No 5. Display the Classes.


?

District School Staff Student **Class** Course

Logoff

[Class Search](#)

Class List
School Year: 2001


Page: 1 of 4

Sort By: District No, School No Order By: Ascending Select Sort

Dst Sch	Srvc Dst Sch	Local Class No	Class Type Teach Method	Begin Date End Date	Teacher Name TLN	Course Code	Program Area VEPC	Additional Class Information
2 5	2 5	070101	T T	8/20/01 5/31/02	HOUSLEY, NANCY O. 2759761	701	Regular n/a	Select Go
2 5	2 5	070102	T T	8/20/01 5/31/02	HOUSLEY, NANCY O. 2759761	701	Regular n/a	Select Go
2 5	2 5	070103	T T	8/20/01 5/31/02	HOUSLEY, NANCY O. 2759761	701	Regular n/a	Select Go
2 5	2 5	070104	T T	8/20/01 5/31/02	HOUSLEY, NANCY O. 2759761	701	Regular n/a	Select Go
2 5	2 5	070105	T T	8/20/01 5/31/02	HOUSLEY, NANCY O. 2759761	701	Regular n/a	Select Go
2 5	2 5	070106	T T	8/20/01 5/31/02	DICK, STEPHEN W 416374132	701	Regular n/a	Select Go
2 5	2 5	0701R01	T T	8/20/01 5/31/02	RILEY, DEBORAH J 232274478	701	Regular n/a	Select Go
2 5	2 5	0701R02	T T	8/20/01 5/31/02	TROTTER, JOYCE T 2813424	701	Regular n/a	Select Go
2 5	2 5	070601	T T	8/20/01 5/31/02	MCCAMISH, JOHN C 2801310	706	Regular n/a	Select Go

Exercise 5 Results:

Search for Athens Junior High School, District 2, School No 5. Display the Student List.


?

District School Staff **Student** Class Course

Logoff

[Student Search](#)
[Student Problem Enrollment Search](#)

Student List

Page: 1 of 15

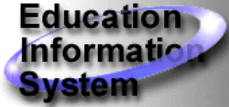
Sort By: Last, First Name Order By: Ascending Select Ascending Sort

Last, First Middle Name Previous Last Name	SSN PIN	DOB	Ethnicity Gender	Gr	District School	Enrollment Withdraw	Additional Student Information
AFKEWATSCH, ANASTASIA SAMANTHA n/a	619615406 n/a	12/13/93	W F	n/a	2 5	8/20/01 - TR n/a	Select Go
ARMER, JEFFREY WILLIAM n/a	414856648 n/a	2/16/87	W M	n/a	2 5	8/20/01 - E n/a	Select Go
AVEMITI, MAYUMI n/a	540562046 n/a	9/19/94	A F	n/a	2 5	8/20/01 - E n/a	Select Go
BABBEY, TRACY MARIE n/a	209029593 n/a	10/6/87	W F	n/a	2 5	8/20/01 - E n/a	Select Go
BARGERFEBT, DUSTIN BROWN n/a	412917962 n/a	6/14/87	W M	n/a	2 5	8/20/01 - E 8/20/01 - 3	Select Go
BASA, CHRISTOPHER TAYLOR n/a	611988844 n/a	2/15/89	W M	n/a	2 5	- n/a n/a	Select Go
BEDFIRD, DAVE R. n/a	415882943 n/a	5/10/88	W M	n/a	2 5	8/20/01 - E n/a	Select Go
BEFTWACH, NICHOLAS JAMES n/a	644491953 n/a	1/21/87	W M	n/a	2 5	- n/a n/a	Select Go
BEMEY, CARRIE CLARK n/a	412018219 n/a	1/8/87	W F	n/a	2 5	- n/a n/a	Select Go
BEMG, KERI M. n/a	411999592 n/a	2/5/90	B F	n/a	2 5	8/20/01 - E n/a	Select Go

Staff Practical Exercises

Exercise 1 Results:

Search for Bonita Kriss in District 2. Display Staff Assignments.



[District](#) [School](#) [Staff](#) [Student](#) [Class](#) [Course](#)

Logoff

[Staff Search](#)
[Licensure Search](#)
Current Staff Options:
[Staff Assignments](#)
[Licensure Details](#)

Staff Assignments

School Year

Last, First, Middle Name	Ethnicity Gender	SSN	TLN	District School	Status
	W F			2 25	F

*Click the Local Class No or Course No to view details

District School	Assignment Dates	Class Dates	Course	Class	Period Duration					
					Mon	Tue	Wed	Thu	Fri	Sat
2 25	8/20/01 - 5/31/02	8/20/01 - 5/31/02	*9685	*HR401	1 - 10	1 - 10	1 - 10	1 - 10	1 - 10	0 - 0
2 25	8/20/01 - 5/31/02	8/20/01 - 5/31/02	*400	*SC401	1 - 410	1 - 410	1 - 410	1 - 410	1 - 410	0 - 0

Exercise 2 Results:

Display the details for one of Bonita Kriss' courses.



[District](#) [School](#) [Staff](#) [Student](#) [Class](#) [Course](#)

Logoff

[Course Search](#)
[Course Details](#)
[Class List](#)


Course Details

School Year: 2000

Course Code:	9685	VEPC:	n/a
Course Name:	Homeroom	Category:	ELM
Abbreviated Name:	HRM	Classification:	ESA
Exclude Prelim Report:	Y		

Exercise 3 Results:

Display the Class List for Bonita Kriss.



?

District

School

Staff

Student

Class

Course

Logoff

Class Search

Class Details

[Course Details](#)

[Student List](#)

[Staff List](#)

Class Details

School Year: 2001

Local Class		Course	
Id:	SC401	Id:	400
Class Type:	T - Traditional	VEPC:	n/a
Teaching Method:	T - Traditional	Category:	ELM
Begin Date:	8/20/01	Classification:	4
End Date:	5/31/02		


Primary Location		Service Location	
District:	2 Big County	District:	2 Big County
School:	25 North City Elementary	School:	25 North City Elementary

Class Period & Duration					
Mon	Tue	Wed	Thu	Fri	Sat
1 - 410	1 - 410	1 - 410	1 - 410	1 - 410	0 - 0

Staff			
Name	TLN	Begin Date	End Date
		8/20/01	5/31/02

Exercise 4 Results:

Using the wildcard search function, search for all staff with the last name beginning with "T".



?

District

School

Staff

Student

Class

Course

Logoff

Staff Search

[Licensure Search](#)

Staff Search

School Year*	2001
District No.	2
School No.	
Status	Active
SSN	
License No.	
Previous License No.	
First Name	
Middle Name	
Last Name	T*
Previous Last Name	
Ethnic Origin:	Any Ethnicity
Gender:	Any
Date Of Birth	
Sort By:	Last Name, First Name
And By:	Select
And By:	Select

AscendingAscendingAscending

Go

District

School

Staff

Student

Class

Course

?

Logoff

Staff Search

Licensure Search

Staff List

Sort By

Order By

Last, First Name

Ascending

Sort By

Order By

Select

Ascending

Sort By

Order By

Select

Ascending

Page: 1 of 1

Sort

Last, First, Middle Name Previous Name	SSN	License No	Previous License No	District School	Additional Staff Information
TALLEN, KATHY n/a			n/a	2 10	<div>Select</div> <div>Go</div>
THIGPEN, PAMELA C n/a			n/a	2 20	<div>Select</div> <div>Go</div>
THIGPEN, PAMELA C n/a			n/a	2 10	<div>Select</div> <div>Go</div>
TOOMEY, KIM P n/a			n/a	2 10	<div>Select</div> <div>Go</div>
TROTTER, JOYCE T n/a			n/a	2 5	<div>Select</div> <div>Go</div>
TUGGLE, TRAVIS S n/a			n/a	2 5	<div>Select</div> <div>Go</div>
TYBOROSKI, SHARON D n/a			n/a	2 10	<div>Select</div> <div>Go</div>

Exercise 5 Results:

Display the Staff List for School 5 in District 2.

District

School

Staff

Student

Class

Course

?

Logoff

Staff Search

Licensure Search

Staff List

Sort By

Order By

Last, First Name

Ascending

Sort By

Order By

Select

Ascending

Sort By

Order By

Select

Ascending

Page: 1 of 1

Sort

Last, First, Middle Name Previous Name	SSN	License No	Previous License No	District School	Additional Staff Information
AMOS, JANETTE G. n/a			n/a	2 5	<div>Select</div> <div>Go</div>
BOND, MATTHEW J. n/a			n/a	2 5	<div>Select</div> <div>Go</div>
BURROUGHS, JOHN W n/a			n/a	2 5	<div>Select</div> <div>Go</div>
CRAWFORD, DIANE W. n/a			n/a	2 5	<div>Select</div> <div>Go</div>

Student Practical Exercises

Exercise 1 Results:

Display the Student Details for “Joseph Besure”.

The screenshot shows the Education Information System interface. The top navigation bar includes buttons for District, School, Staff, Student (selected), Class, and Course. A Logoff button is also present. On the left, there is a Student Search section with links for Student Problem and Enrollment Search. The main area displays Student Details for School Year 2001. The details are organized into two columns of fields.

School Year 2001			
Name:	BESURE, JOSEPH	Previous Last Name:	N/A
SSN:	412138478	PIN:	N/A
DOB:	9/8/95	English Language Background:	E - English Native (EN)
Gender:	M	Ethnic Origin:	White
Grade:	N/A	Type Of Service:	P
District:	2 Big County	School:	20 Ingleside Elementary
Enrollment Date:	8/20/01	Enrollment Code:	E
Withdraw Date:	N/A	Withdraw Code:	N/A
Primary District:	2 Big County	Primary School:	20 Ingleside Elementary

Exercise 2 Results:

Display all students in the 7th grade for District 2. Change the list sort to descending order by name.

The screenshot shows the Education Information System Student Search page. The top navigation bar is the same as in the previous screenshot. The left sidebar contains the Student Search section with links for Student Problem and Enrollment Search. The main area is titled Student Search and contains a form with various search criteria. The Grade dropdown is set to 7, and the Sort By dropdown is set to Last Name, First Name. The And By dropdown is set to Ascending. A Go button is at the bottom.

School Year*: 2001
District No.: 2
District Name:
School No.:
School Name:
First Name:
Middle Name:
Last Name:
Previous Last Name:
Ethnic Origin: Any Ethnicity
Gender: Any
Date of Birth:
SSN:
PIN:
Grade: 7
Sort By: Last Name, First Name
And By: Select
And By: Select
Go

Education Information System ?

District School Staff **Student** Class Course

Logoff

Student Search

[Student Problem Enrollment Search](#)

Student List

Page: 1 of 1

Sort By: Last, First Name Order By: Descending

Sort By: Select Order By: Ascending

Sort By: Select Order By: Ascending **Sort**

Last, First Middle Name Previous Last Name	SSN PIN	DOB	Ethnicity Gender	Gr	District School	Enrollment Withdraw	Additional Student Information
TREV, WILLIAM CULLEN n/a	412037099 n/a	4/30/91	W M	7	2 30	- n/a n/a	Select Go
STABES, DEVON MICHELLE n/a	411982074 n/a	10/30/86	W F	7	2 5	- n/a n/a	Select Go
RIVEB, LOUIS EDWARD n/a	413059837 n/a	2/6/92	B M	7	2 25	- n/a n/a	Select Go
ERRVARE, JUSTIN RASHAWN n/a	413058059 n/a	1/31/92	B M	7	2 25	- n/a n/a	Select Go

Exercise 3 Results:

Display the Student Problem Enrollment for “Miranda Greer”.

Education Information System ?

District School Staff **Student** Class Course

Logoff

Student Problem Enrollment List

Page: 1 of 1

Sort By: Last, First Name Order By: Ascending

And By: Select Order By: Ascending **Sort**

Last, First, Middle Name	SSN
GREER, MIRANDA, PAIGE	416078333

District No School No	PIN	TOS	Enrollment Date Reason	Withdrawal Date Reason	Pri Dst Sch	Additional Student Info
2 20	n/a	P	8/20/01 E	n/a n/a	2 20	Select Go

STUDENT CANNOT HAVE MULTIPLE ACTIVE PRIMARY SPECIAL EDUCATION OPTIONS

District -2 School Number -20Option Level P, Option Number , Option Begin Date

Exercise 4 Results:

Display the Special Education Information for “Miranda Greer”.

Education Information System ?

District School Staff **Student** Class Course

Logoff

Student Search

[Student Problem Enrollment Search](#)

Student Special Education Information

Current Student Options:

[Student Details](#)

Special Ed. Info.

[Daily Attendance](#)


[Class Schedule](#)

School Year	Name	SSN PIN	DOB	Ethnicity Gender	Grade	District School
2001	GREER, MIRANDA PAIGE	416078333 n/a	5/8/93	W F	n/a	2 20

Enrollment Period	Begin Date	End Date	Special Ed Level	Option Number
8/20/01 - n/a	8/20/01	8/20/01	P	2
8/20/01 - n/a	8/20/01	n/a	P	3
8/20/01 - n/a	8/20/01	n/a	S	2

Exercise 5 Results:

Display the Daily Attendance for “David Bedford”.



Logoff

DistrictSchoolStaffStudentClassCourse

Student Search

[Student Problem](#)
[Enrollment Search](#)

Current Student Options:

[Student Details](#)
[Special Ed. Info.](#)
Daily Attendance
[Class Schedule](#)
[Disciplinary Actions](#)
[Enrollment Info](#)
[Enrollment History](#)
[Previous Identification Info.](#)

Student Daily Attendance

School Year	Name	SSN PIN	DOB	Ethnicity Gender	Grade	District School
2001	BEDFIRD, DAVE R.	415882943 n/a	5/10/88	W M	n/a	2 5

Enrollment	Withdraw	TOS	Pri Dst/School
8/20/01 - E	n/a - n/a	P	2/5

Report 1 8/20/01 - 9/17/01	
9/17/01 (Monday)	A

Report 2 9/18/01 - 10/18/01	

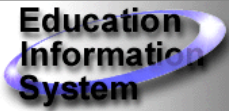
Report 3 10/19/01 - 11/15/01	

Report 4 11/16/01 - 12/18/01	
11/28/01 (Wednesday)	A

Report 5 12/19/01 - 1/29/02	
1/8/02 (Tuesday)	A

Exercise 7 Results:

Display the Enrollment Information for “Michael Bee”.



Logoff

DistrictSchoolStaffStudentClassCourse

Student Search

[Student Problem](#)
[Enrollment Search](#)

Current Student Options:

[Student Details](#)
[Special Ed. Info.](#)
[Daily Attendance](#)
[Class Schedule](#)
[Disciplinary Actions](#)
Enrollment Info
[Enrollment History](#)
[Previous Identification Info.](#)

Student Enrollment Info

School Year	Name	SSN PIN	DOB	Ethnicity Gender	Grade	District School
2001	BEE, MICHAEL	543545694 n/a	1/13/95	W M	n/a	2 20

Enrollment	Withdraw	TOS	Pri Dst/School
8/20/01 - E	n/a - n/a	P	2/20

Instructional Grade	Student Classification
	8/20/01 - n/a - R

Bus Usage: AM PM / Miles / Bus	Funding Ineligibility
	8/20/01 - 5/31/02 - Not Excluded

Student Standard Day
8/20/01 - 410

Completion Document

Class Practical Exercises

Exercise 1 Results:

Display a Class List for School No. 5 in District No. 2.

The screenshot shows the 'Education Information System' interface. At the top, there is a navigation bar with buttons for District, School, Staff, Student, Class, and Course. The 'Class' button is highlighted. Below the navigation bar, there is a 'Logoff' link. The main content area is titled 'Class List' and 'School Year: 2001'. On the left, there are links for 'Class Search' and 'Class List'. The 'Class List' link is active. The interface displays a table of class information for School No. 5 in District No. 2. The table has columns for Dst Sch, Srvc Dst Sch, Local Class No, Class Type Teach Method, Begin Date End Date, Teacher Name TLN, Course Code, Program Area VEPC, and Additional Class Information. The table contains 8 rows of data. Each row has a 'Select' dropdown and a 'Go' button in the 'Additional Class Information' column. The 'Page: 1 of 4' indicator is visible. Sorting options are available: Sort By: District No, School No; Order By: Ascending; and a 'Sort' button.

Dst Sch	Srvc Dst Sch	Local Class No	Class Type Teach Method	Begin Date End Date	Teacher Name TLN	Course Code	Program Area VEPC	Additional Class Information
2 5	2 5	070101	T T	8/20/01 5/31/02	HOUSLEY, NANCY O. 2759761	701	Regular n/a	Select Go
2 5	2 5	070102	T T	8/20/01 5/31/02	HOUSLEY, NANCY O. 2759761	701	Regular n/a	Select Go
2 5	2 5	070103	T T	8/20/01 5/31/02	HOUSLEY, NANCY O. 2759761	701	Regular n/a	Select Go
2 5	2 5	070104	T T	8/20/01 5/31/02	HOUSLEY, NANCY O. 2759761	701	Regular n/a	Select Go
2 5	2 5	070105	T T	8/20/01 5/31/02	HOUSLEY, NANCY O. 2759761	701	Regular n/a	Select Go
2 5	2 5	070106	T T	8/20/01 5/31/02	DICK, STEPHEN W 416374132	701	Regular n/a	Select Go
2 5	2 5	0701R01	T T	8/20/01 5/31/02	RILEY, DEBORAH J 232274478	701	Regular n/a	Select Go

Exercise 2 Results:

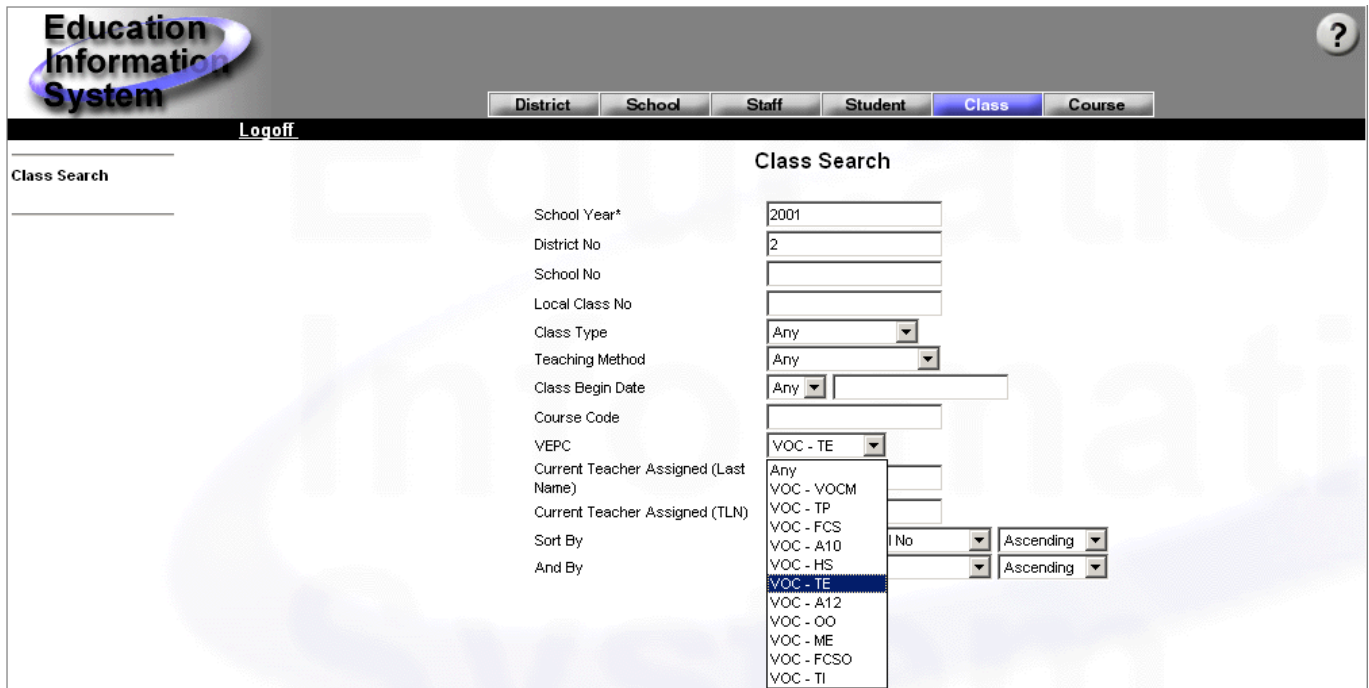
Display a Class List for staff member with Last Name of "Gunter".

The screenshot shows the 'Education Information System' interface. At the top, there is a navigation bar with buttons for District, School, Staff, Student, Class, and Course. The 'Class' button is highlighted. Below the navigation bar, there is a 'Logoff' link. The main content area is titled 'Class List' and 'School Year: 2001'. On the left, there are links for 'Class Search' and 'Class List'. The 'Class List' link is active. The interface displays a table of class information for staff member with Last Name of "Gunter". The table has columns for Dst Sch, Srvc Dst Sch, Local Class No, Class Type Teach Method, Begin Date End Date, Teacher Name TLN, Course Code, Program Area VEPC, and Additional Class Information. The table contains 7 rows of data. Each row has a 'Select' dropdown and a 'Go' button in the 'Additional Class Information' column. The 'Page: 1 of 1' indicator is visible. Sorting options are available: Sort By: District No, School No; Order By: Ascending; and a 'Sort' button.

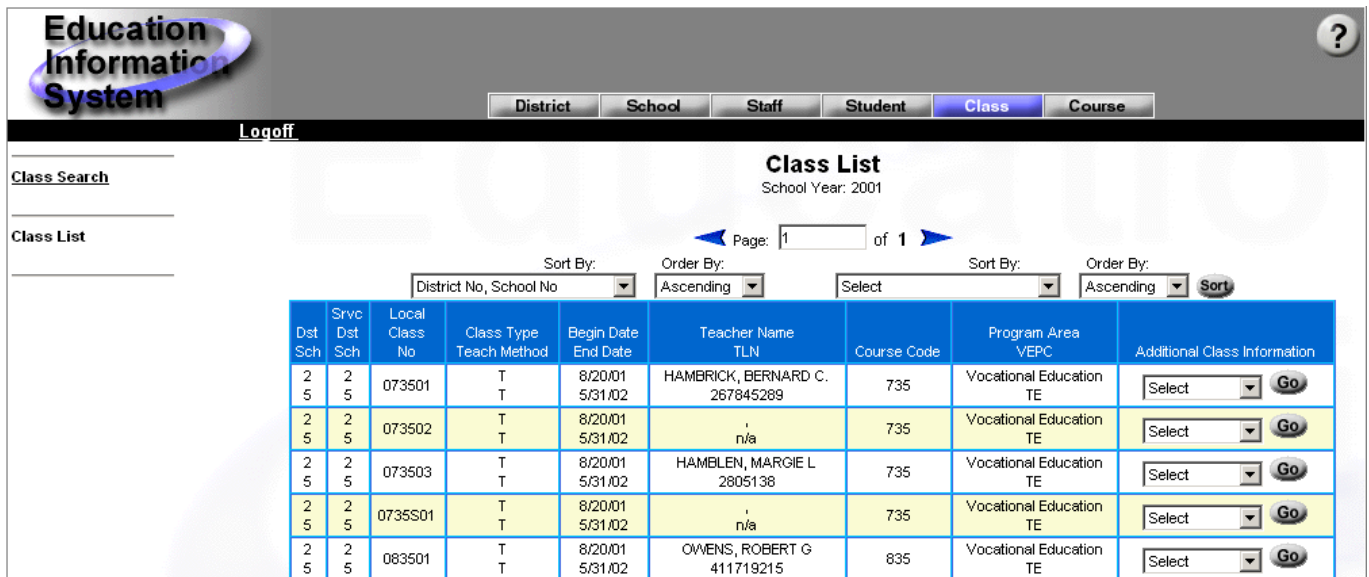
Dst Sch	Srvc Dst Sch	Local Class No	Class Type Teach Method	Begin Date End Date	Teacher Name TLN	Course Code	Program Area VEPC	Additional Class Information
2 5	2 5	070701	T T	8/20/01 5/31/02	GUNTER, MELANIE M 2892025	707	Regular n/a	Select Go
2 5	2 5	070702	T T	8/20/01 5/31/02	GUNTER, MELANIE M 2892025	707	Regular n/a	Select Go
2 5	2 5	070703	T T	8/20/01 5/31/02	GUNTER, MELANIE M 2892025	707	Regular n/a	Select Go
2 5	2 5	070705	T T	8/20/01 5/31/02	GUNTER, MELANIE M 2892025	707	Regular n/a	Select Go
2 5	2 5	080707	T T	8/20/01 5/31/02	GUNTER, MELANIE M 2892025	807	Regular n/a	Select Go
2 5	2 5	HOME06	T T	8/20/01 5/31/02	GUNTER, MELANIE M 2892025	9685	Regular n/a	Select Go

Exercise 3 Results:

Display a Class List for all classes with a VEPC of "VOC - TE".



The screenshot shows the "Education Information System" interface. At the top, there is a navigation bar with tabs: District, School, Staff, Student, Class (selected), and Course. Below the navigation bar is a "Logoff" button. The main area is divided into two sections: "Class Search" on the left and "Class Search" on the right. The "Class Search" section on the right contains a form with the following fields: School Year* (2001), District No (2), School No, Local Class No, Class Type (Any), Teaching Method (Any), Class Begin Date (Any), Course Code, VEPC (VOC - TE), Current Teacher Assigned (Last Name) (Any), Current Teacher Assigned (TLN) (Any), Sort By (No), and And By (Ascending). A dropdown menu is open for the VEPC field, showing the following options: Any, VOC - VOCM, VOC - TP, VOC - FCS, VOC - A10, VOC - HS, VOC - TE (selected), VOC - A12, VOC - OO, VOC - ME, VOC - FCSO, and VOC - TI.



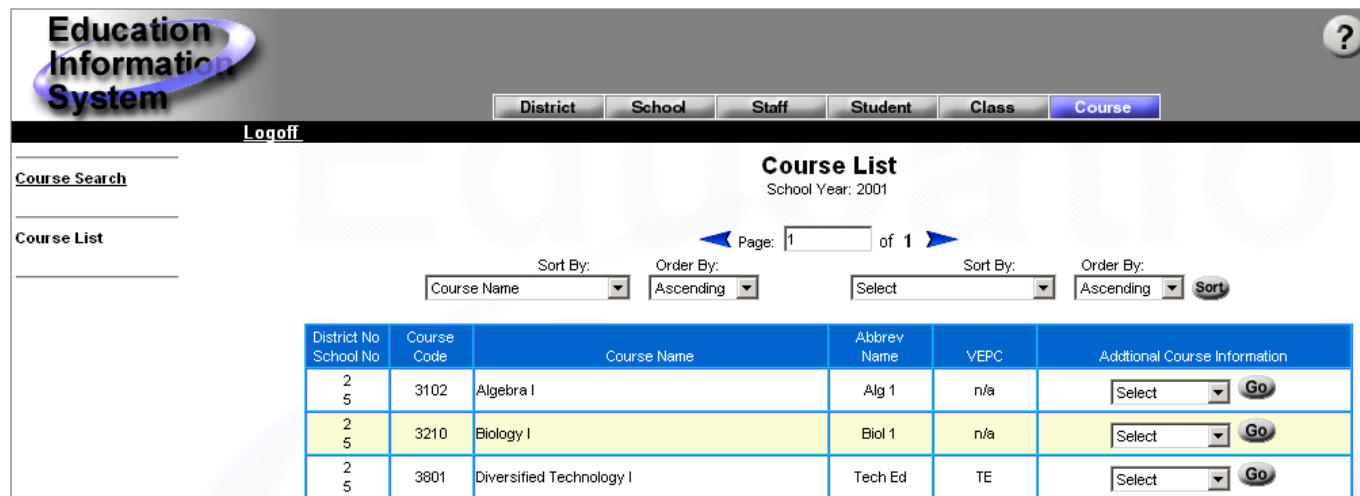
The screenshot shows the "Education Information System" interface. At the top, there is a navigation bar with tabs: District, School, Staff, Student, Class (selected), and Course. Below the navigation bar is a "Logoff" button. The main area is divided into two sections: "Class Search" on the left and "Class List" on the right. The "Class List" section on the right contains a table with the following columns: Dst Sch, Srv Dst Sch, Local Class No, Class Type, Teach Method, Begin Date, End Date, Teacher Name, TLN, Course Code, Program Area, VEPC, and Additional Class Information. The table displays 6 rows of data. Above the table, there are sorting options: Sort By: District No, School No; Order By: Ascending; and a "Sort" button. The "Page: 1 of 1" indicator is also present.

Dst Sch	Srv Dst Sch	Local Class No	Class Type	Teach Method	Begin Date	End Date	Teacher Name	TLN	Course Code	Program Area	VEPC	Additional Class Information
2	2	073501	T	T	8/20/01	5/31/02	HAMBRICK, BERNARD C.	267845289	735	Vocational Education	TE	Select Go
2	2	073502	T	T	8/20/01	5/31/02	n/a		735	Vocational Education	TE	Select Go
2	2	073503	T	T	8/20/01	5/31/02	HAMBLEN, MARGIE L	2805138	735	Vocational Education	TE	Select Go
2	2	0735S01	T	T	8/20/01	5/31/02	n/a		735	Vocational Education	TE	Select Go
2	2	083501	T	T	8/20/01	5/31/02	OWENS, ROBERT G	411719215	835	Vocational Education	TE	Select Go

Course Practical Exercises

Exercise 1 Results:

Display a Course List for School No. 5, District 2. Sort the list by Course Name in ascending order.

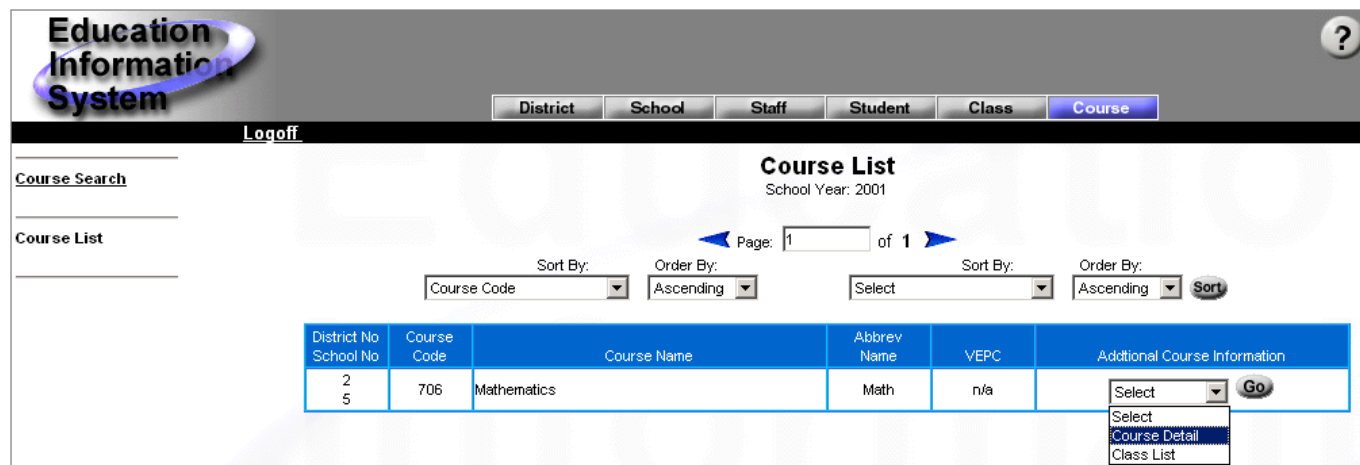


The screenshot shows the 'Education Information System' interface. At the top, there's a navigation bar with tabs: District, School, Staff, Student, Class, and Course (highlighted). Below the navigation bar is a 'Logoff' button. The main content area is titled 'Course List' with 'School Year: 2001' below it. On the left, there are links for 'Course Search' and 'Course List'. The 'Course List' link is active. The interface includes sorting controls: 'Page: 1 of 1', 'Sort By: Course Name', 'Order By: Ascending', and a 'Sort' button. Below these controls is a table with the following data:

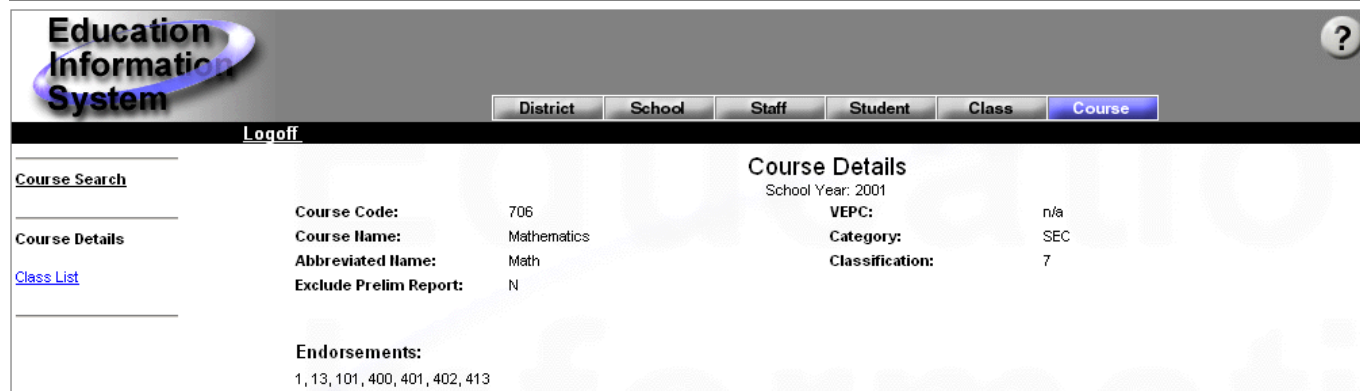
District No School No	Course Code	Course Name	Abbrev Name	VEPC	Additional Course Information
2 5	3102	Algebra I	Alg 1	n/a	Select Go
2 5	3210	Biology I	Biol 1	n/a	Select Go
2 5	3801	Diversified Technology I	Tech Ed	TE	Select Go

Exercise 2 Results:

Display Course Details for Course Code “706”.



This screenshot is identical to the one above, showing the 'Course List' for School Year 2001. The table lists three courses: Algebra I, Biology I, and Diversified Technology I. The 'Additional Course Information' column for each course has a 'Select' dropdown and a 'Go' button.



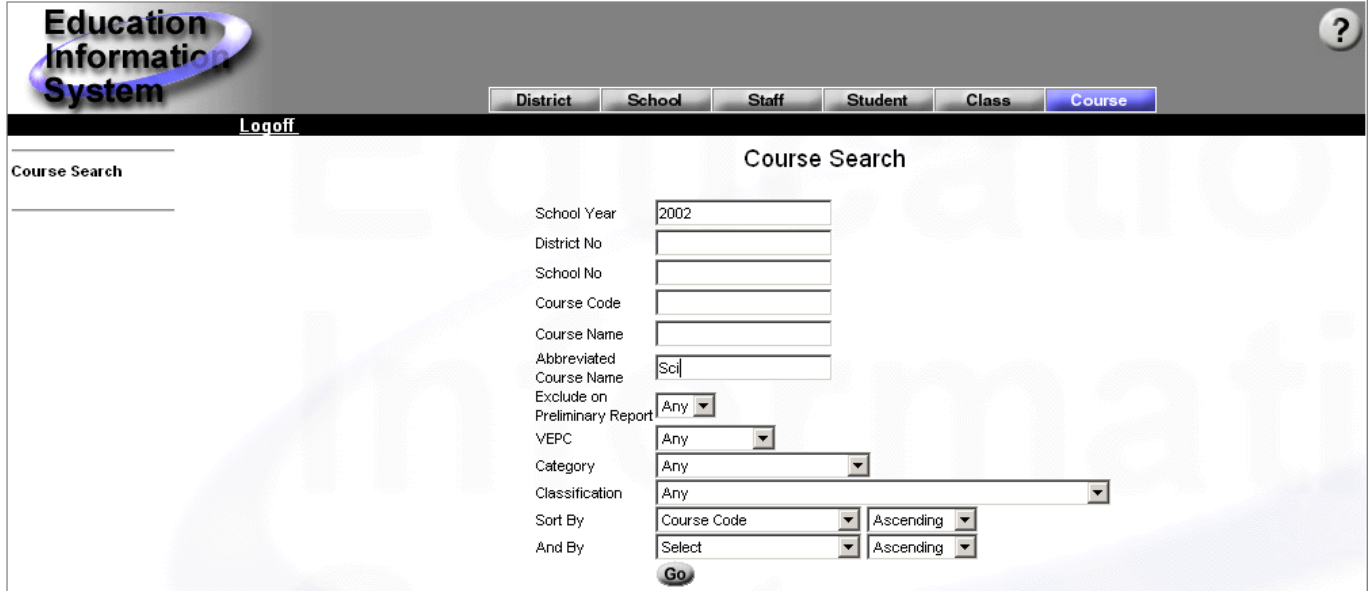
This screenshot shows the 'Course Details' page for Course Code 706. The navigation bar is the same, but the 'Course' tab is highlighted. The 'Logoff' button is present. The main content area is titled 'Course Details' with 'School Year: 2001' below it. On the left, there are links for 'Course Search', 'Course Details' (active), and 'Class List'. The course details are displayed in two columns:

Course Code:	706	VEPC:	n/a
Course Name:	Mathematics	Category:	SEC
Abbreviated Name:	Math	Classification:	7
Exclude Prelim Report:	N		

Below the course details, there is a section for 'Endorsements:' with the list: 1, 13, 101, 400, 401, 402, 413.

Exercise 3 Results:

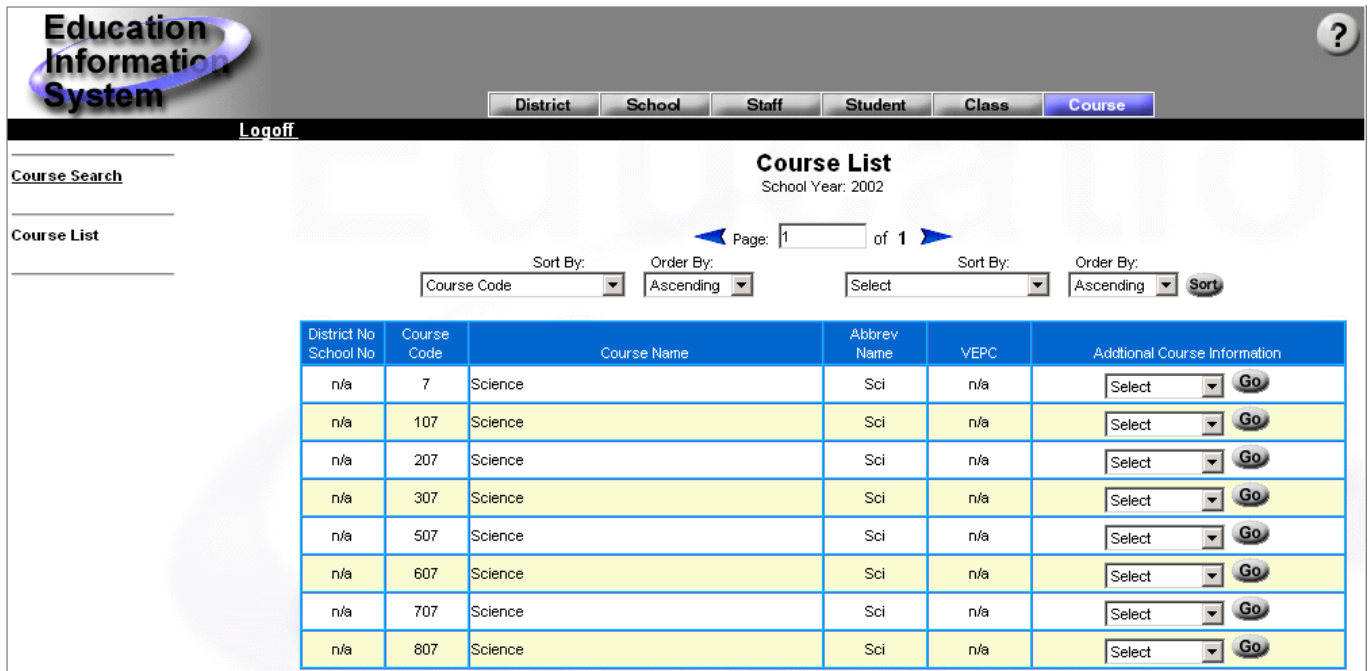
Display all courses with the Abbreviated Name of “Sci”.



The screenshot shows the 'Education Information System' interface with the 'Course' tab selected. The 'Course Search' form is displayed, featuring a sidebar with a 'Course Search' link and a main search area. The search criteria are as follows:

- School Year: 2002
- District No: (empty)
- School No: (empty)
- Course Code: (empty)
- Course Name: (empty)
- Abbreviated Course Name: Sci
- Exclude on Preliminary Report: Any
- VEPC: Any
- Category: Any
- Classification: Any
- Sort By: Course Code
- Order By: Ascending
- And By: Select
- Order By: Ascending

A 'Go' button is located at the bottom of the search criteria.





The screenshot shows the 'Education Information System' interface with the 'Course' tab selected. The 'Course List' is displayed, showing a table of courses for the School Year 2002. The table has 6 columns: District No School No, Course Code, Course Name, Abbrev Name, VEPC, and Additional Course Information. The table contains 8 rows of data, all with 'Sci' as the Abbrev Name. The 'Additional Course Information' column includes a 'Select' dropdown and a 'Go' button for each row.

District No School No	Course Code	Course Name	Abbrev Name	VEPC	Additional Course Information
n/a	7	Science	Sci	n/a	Select Go
n/a	107	Science	Sci	n/a	Select Go
n/a	207	Science	Sci	n/a	Select Go
n/a	307	Science	Sci	n/a	Select Go
n/a	507	Science	Sci	n/a	Select Go
n/a	607	Science	Sci	n/a	Select Go
n/a	707	Science	Sci	n/a	Select Go
n/a	807	Science	Sci	n/a	Select Go

Exercise 4 Results:

Display all course with the Category of “VOC”.



DistrictSchoolStaffStudentClass**Course**

Logoff

Course Search

Course Search

School Year2002

District No

School No

Course Code

Course Name

Abbreviated Course Name

Exclude on Preliminary ReportAny

VEPCAny


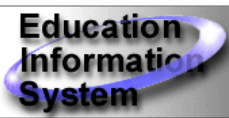
CategoryVOC - Vocational Education

ClassificationAny

Sort ByCourse CodeAscending

And BySelectAscending

Go



DistrictSchoolStaffStudentClass**Course**

Logoff

Course Search

Course List

Course List

Course List

School Year: 2001

Page: 1 of 1


Sort By: Course CodeOrder By: AscendingSort By: SelectOrder By: AscendingSort

District No School No	Course Code	Course Name	Abbrev Name	VEPC	Additional Course Information
2 5	735	Introduction to Technology	Found Tech	TE	Select Go
2 5	835	Introduction to Technology	Found Tech	TE	Select Go
2 5	3710	Keyboarding	Keybd	OO	Select Go
2 5	3801	Diversified Technology I	Tech Ed	TE	Select Go
2 5	3809	Diversified Technology II	Tech Ed	TE	Select Go

Help Practical Exercises

Exercise 1 Results:

Find and display the Help information for Staff Assignments. View the Valid Current Assignment Codes.



[Search Help](#)


Help - Staff Assignments

Staff Assignment Details

Element	Description
Staff Last, First Middle Name	Name of staff member listed in Last, First, and Middle order.
Ethnicity	Ethnic background or Race, valid values are: I = American Indian or Alaskan Native A = Asian P = Native Hawaiian or Other Pacific Islander B = Black or African American H = Hispanic or Latino W = White
Gender	The gender of the student: M = Male F = Female
SSN	Social Security Number of student
TLN	Teacher license number of staff member
District	The number assigned by SDE to the district.
School	School Number or School ID.
Assignment	A position a staff member is assigned to provide service. A staff member may have multiple current assignments. Link to Valid Current Assignment Codes, close window to return to this screen
Assignment Dates	Beginning and ending date for current staff assignment
Class Assignment Date	The date staff member was assigned to class.
Class Dates	The beginning and ending dates of a staff class assignment
Course No	Course number as approved by the SDE. Link to valid Course Codes List, close window to return to this screen
Class	Class number
Monday Period	The period number of the day the class is scheduled to meet on Mondays (the first period if it spans multiple periods)
Monday Duration	The average amount of time the class is scheduled to meet on the specified day over a one-week period based on the amount of time the class is schedule to meet on the specified day until the scheduling pattern of the class repeats. Link to Class Section, Day of the Week Duration, close window to return to this screen

Exercise 2 Results:

Find and display the Help information for the Staff Licensure Details page.



[Search Help](#)

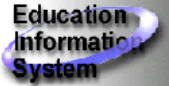
Help - Staff Licensure Details

Staff Licensure Details

Element	Description
Staff Last, First Middle Name	Name of staff member listed in Last, First, and Middle order.
Teacher License Number	The number assigned to the staff member when they are entered into the teacher Certification and Licensure system
Staff Social Security Number	The number assigned by the Social Security Administration for identification
Experience (in Yrs)	Number of years of teacher experience
Education Level	Teacher Education Level
Date Acquired	Date teacher license acquired
Sex	Staff member gender: M = Male F = Female
Description	Description of teacher license. (i.e. professional or occupational)
Type	Type of teacher license
Date Issued	The date teacher license was issued
Expiration Date	The date teacher license expires.
Renewal Date	The Date teacher license required renewal
Number of Renewals	Number of times licensed renewed
Endorsements	Endorsement codes related to course code.

Exercise 3 Results:

Find and display the Help information for Student Details.



[Search Help](#)

Help - Student Details

A detailed listing of data for one student.

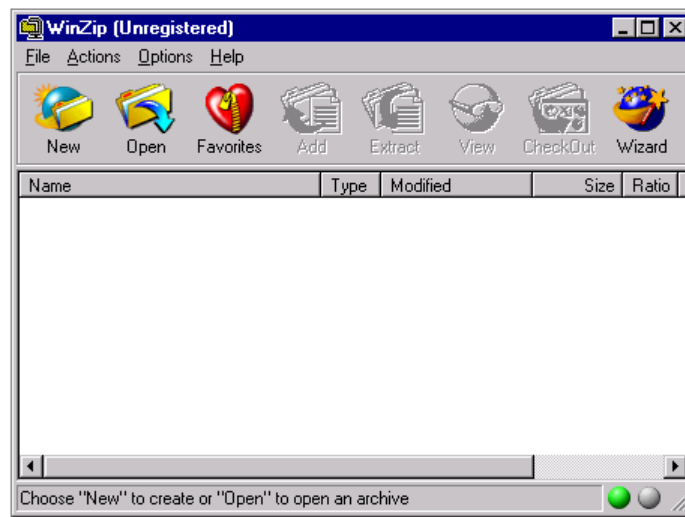
Element	Description
School Year	School Year (4-digit date), must be formatted CCYY
Last, First Middle Name	Name listed in Last, First, and Middle order.
Previous Last Name	If the student has had a different last name, it should be listed here.
SSN	Social Security Number of student
PIN	Personal Identification Number
DOB	The year, month, and day the student was born, format must be CCYYMMDD.
Gender	The gender of the student: M = Male F = Female
Ethnicity	Ethnic background or Race, valid values are: I = American Indian or Alaskan Native A = Asian P = Native Hawaiian or Other Pacific Islander B = Black or African American H = Hispanic or Latino W = White
Grade	The instructional grade to which a student is assigned during the instructional service period.
Type of Service (TOS)	Action for student at end of year. P = Promote R = Retain D = Demote
District	The number assigned by SDE to the district.
School	School Number or School ID.
Enrollment Date	First day of students enrollment in a school, format must be CCYYMMDD
Enrollment Code	The reason the student enrolled in the school, valid values are: E = Regular enrollment E1 = Out of State enrollment TR = Transferred Enrollment
Withdraw Date	The first date which a child did not attend school for this withdrawal. Format must be CCYYMMDD.
Withdraw Code	Reason enrolled student was withdrawn from the School providing primary or selective services, valid values are: 00 = Dropout, under 18 01 = Dropout, 18 and over 02 = Withdrawn to state institution (i.e. TPS, DHS) 03 = Transferred to other Tennessee school district 04 = Transferred to other school in same district 05 = Transferred out-of-state 06 = Transferred to non-public school in Tennessee 07 = Doctor certified withdrawal 08 = Deceased 09 = Transferred to mental or drug rehabilitation institution 10 = Withdrawn to home school 11 = Court Order 12 = Graduation during summer or first semester or anytime prior to spring graduation, (regular diploma or GED diploma)
Primary District ID	The district number of the student's primary/home school.
Primary School ID	The student's primary/home school.

Understanding Archiving/Zippping

Archiving or zipping is a useful tool when manipulating and working with large files. WinZip, PKZip, Stuffit, etc. will archive standard files and compress them into smaller files. The compression that takes place is called archiving, but may also be termed zipping. A zipped file can contain one file or a group of files.

Compressing a file reduces the size of that file, makes the transfer of only one file necessary, and saves space when sending the file across the Internet.

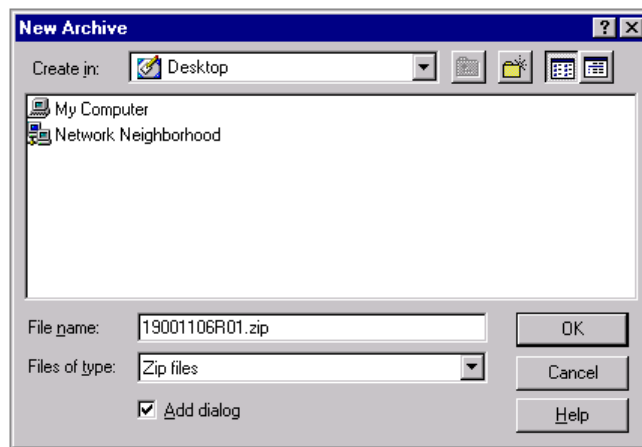
The WinZip Screen



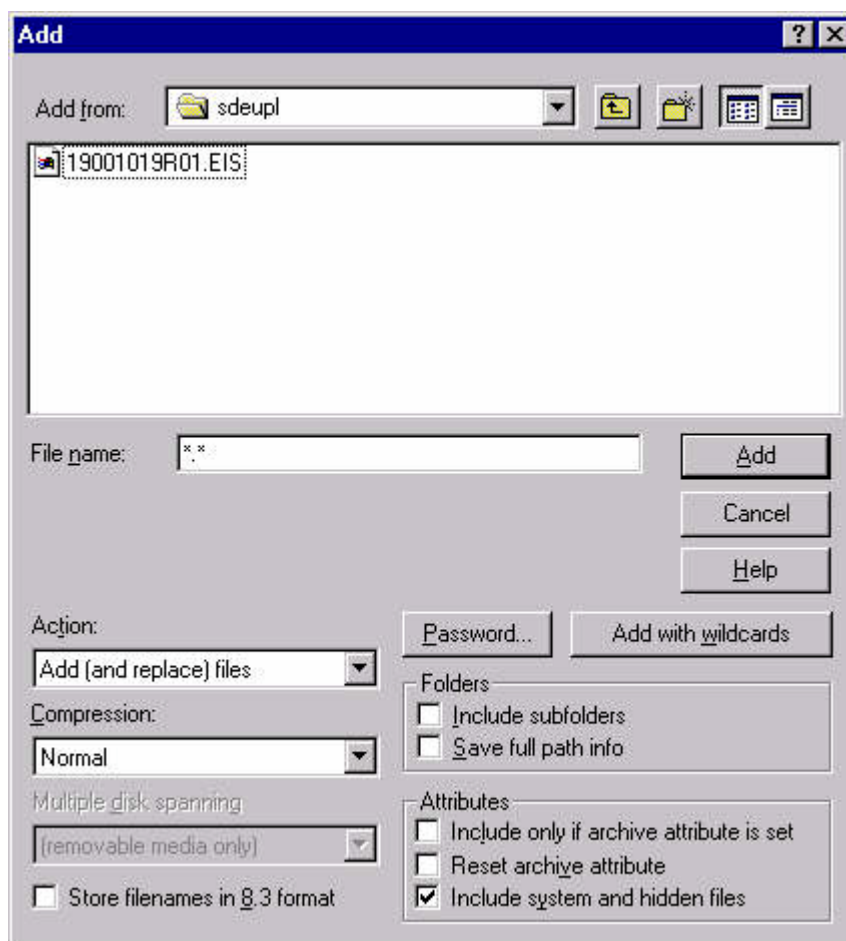
Tool	Description
New	Allows the creation of a new archive.
Open	Opens an existing archive.
Favorites	Opens a listing of most used folders to search for an existing archive.
Add	Allows the addition of files to an existing archive.
Extract	Will unzip files from an open archive.
View	Allows the user to view files within an archive before extracting the files.
CheckOut	Creates a program group containing one icon for each file in the archive.
Wizard	Starts the Archive Wizard to walk users through the archiving or extracting process.

Creating the Zip File for Upload

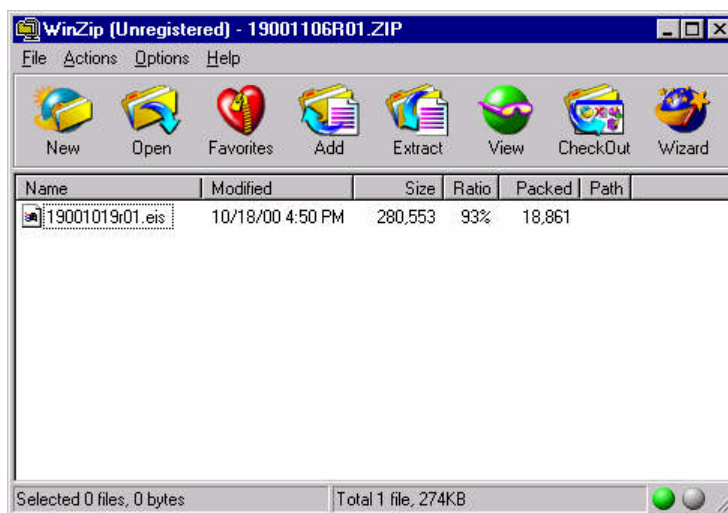
1. From the WinZip program, click on the **New** tool.



8. Navigate to where the zip file should be stored and key in the file name for the new archive, i.e. 19001106R01.ZIP.
9. Click **OK**.
10. From the **Add** dialog box, navigate to the **SDEUPL** folder.
11. Select the extract file that contains the header record, trailer record, and extract file(s).



12. Click **Add**.



13. Close WinZip.



The zip file is now ready to be uploaded to the SDE. Follow the steps in the Upload Extracts Process to complete the upload.



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